

STATEMENT OF WORK – DRAFT

Recycled Materials Resource Center (RMRC)

The Recipient, herein referred to as the Center, will conduct numerous tasks under three presently defined areas of Center operation, Center research, and Center outreach. These areas are described below:

1.0 Center Operation

The basic operation of the Center is described with the following elements:

- 1.1 Center Advisory Board - The Board will be established in the first year. It will be comprised of individuals nominated by the Center and approved by the AOTR. The Board will make recommendations to the Center director regarding the strategic plan, annual work plans, financial plans and self evaluation plans; and act as a conduit to respective constituencies. The Board will also act as a conduit for others submitting proposals for research. It will also make recommendations to the Center Director regarding proposals and research project and field demonstration research site selection. Board meetings will be held no more than annually or as appropriate.
- 1.2 Strategic Plan - The Center will prepare a Strategic Plan for the 4-year period, along with appropriate Policy and Operational Procedures Manual, with advice and recommendations from the Board and concurrence from the AOTR.
- 1.3 Annual Work Plans - The Center will prepare annual work plans at the beginning of each year, with advice and recommendations from the Board and concurrence from the AOTR.
- 1.4 Web Site - The Center will establish and maintain an interactive Center web site as one of the principal information and outreach mechanisms available to the nation. This is intended to keep the highway community up to date about Center activities. The web site will have appropriate links to other State, Federal, and Association web sites. The web site will also contain access to the electronic portion of the information clearinghouse and the database.
- 1.5 Information Clearinghouse - The Center will maintain an interactive electronic information clearinghouse to be coordinated with other State, Federal, and related International information systems; including Transportation Research Information Services (TRIS) and the Netherlands's clearinghouse on waste reuse. This is intended to keep the highway community up to date about technical advances, developments and activities pertaining to recycled materials utilization in the highway environment. The items to be considered include a library, identification

of experts, State contacts, an 800 hot line, and an electronic newsletter (with limited circulation of a printed version to the States).

- 1.6 Database Maintenance - The Center will develop and maintain Center-approved electronic databases in coordination with other State, Federal, and related International partners. In addition, the Center will maintain liaison with other agencies sponsoring individually developed technical information databases and provide technical support and links to potential users of these databases when appropriate. This is intended to provide the highway community with access to up-to-date data on recycling in the highway environment and associated technical and performance issues.
- 1.7 Coordination with American Association of State Highway and Transportation Officials (AASHTO), American Society for Testing and Materials (ASTM), and Other Standards Setting Organizations - The Center will coordinate with appropriate AASHTO, ASTM, Transportation Research Board (TRB), and the International Society for the Environmental and Technical Implications of Construction with Alternative Materials (ISCOWA) committees, and maintain liaisons with other standards-setting committees or organizations as appropriate for the purpose of promulgating and adopting those tests, methods, and procedures which systematically and scientifically measure, record and document long term physical and or environmental performance of secondary materials. The Center may participate in annual AASHTO, ASTM, TRB, and ISCOWA meetings and committee meetings, as appropriate.
- 1.8 Self-Evaluation - With advice and recommendations from the Board, the Center will establish performance measures to evaluate success, apply the measures annually, and submit an annual performance report to the AOTR and the Board. Such measures of success may include Center reports, project reports, lists of informational contacts, hits on the web site, lists of contacts associated with research projects, seminars, exchanges, technical evaluations, trouble shooting activities, and technical support to States. The Center will institute a program of correcting internal deficiencies discovered as part of its self-review and evaluation procedures, as necessary.
- 1.9 Development of a Center Financial Plan Including Leveraging of Funds - The Center, in conjunction with the Board, will establish a plan to maximize the leveraging of Center funds through numerous mechanisms. For direct support of the Center, the following mechanisms are possible: (i) industrial partners program, (ii) program income from registration fees for seminars, conferences, etc., and (iii) institutional financial contributions and leveraging. For field research and participation in State demonstration projects: (i) use of State Planning and Research (SP&R) funds and related pooled funds in demonstration projects, (ii) use of in-kind State funds, (iii) use of other FHWA and Federal

project funds, and (iv) use of private sector financial contributions and in-kind services for project costs.

2.0 Center Research In Conjunction with State, Federal, and Private Sector Partners:

The Center will have to systematically test, evaluate, develop appropriate guidelines for and demonstrate environmentally acceptable and occupationally safe technologies and techniques for the increased use of traditional and non-traditional recycled and secondary materials in transportation infrastructure construction and maintenance. It also has to encourage the increased use of traditional and nontraditional recycled and secondary materials by using sound science to analyze thoroughly all potential long-term considerations that affect the physical and environmental performance of the materials. Where appropriate, the Center will work with Federal and State officials to identify and use test sites and demonstration projects under actual field conditions to develop appropriate performance data as it relates to long-term physical and environmental performance of the recycled materials in the highway environment. The Center will enter into appropriate agreements with the sponsoring agency for Center participation.

The intent here is not only to conduct research projects, but also where appropriate, as add-ons to existing projects that the States will be conducting where additional expertise and resources are needed to address issues associated with long-term physical and environmental performance of the recycled materials. In those cases, it is not intended to fund the total cost of the demonstration, rather to add value to planned or on-going demonstrations.

3.0 Center Outreach:

In addition to the web site and electronic information clearinghouse maintained by the Center, the basic outreach component of the Center's activities is described with the following elements:

- 3.1 Conference Co-sponsorship - The Center will be encouraged to organize and support conferences that promote the use of recycled materials in the highway environment.
- 3.2 Conference Participation - It is anticipated that resources will be provided to participate as a Center (presentation, booth, specialty seminars, etc.) in conferences pertaining to recycled materials use in the highway environment. These may include international, national, regional, state, specialty conferences. For budget planning purposes, this is estimated to be three to four conferences per year. Additional conference participation may require reallocation of Center funds or sponsorship by the host agency.
- 3.3 Seminars and Scientific Exchanges - It is expected that resources will be provided annually to host one or two training seminars, special topics seminars, and

scientific exchanges (international, national, regional, state). These activities may also include technological investigations and scanning surveys, as appropriate; particularly where funds are leveraged. Seminars and scientific exchanges will make use of video teleconferencing capabilities to be established at the Center. Panels of invited experts may also be used.

- 3.4 Short Courses and Training Programs - It is expected that resources will be provided annually to host regional short courses and training programs for State Department of Transportation (DOT) personnel. This may be done in conjunction with National Highway Institute (NHI) short courses. The Center will help to facilitate these programs.